



UNITED STATES NAVAL ACADEMY

PERFORMANCE APPRAISAL SUPERVISORY EMPLOYEES

PART I

1. PERIOD COVERED FROM: TO:	2. CLOSE-OUT RATING RATING OF RECORD
3. NAME (Last, First, Middle Initial)	4. SSN
5. POSITION TITLE/SERIES/GRADE	6. ORGANIZATION

7. RECORD OF REVIEWS AND FINAL APPRAISAL
(Signature indicates that this step of the process has been completed. Must be signed and dated)

	PERFORMANCE PLAN	PROGRESS REVIEW	FINAL APPRAISAL
IMMEDIATE SUPERVISOR			
EMPLOYEE			

SIGNATURE OF SECOND LEVEL SUPERVISOR (Mandatory for "Unacceptable" Ratings) DATE

8. RATING OF RECORD OR CLOSE-OUT RATING

ACCEPTABLE UNACCEPTABLE

9. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE?

YES NO

10. SUPERVISOR'S COMMENTS

CRITICAL ELEMENTS AND STANDARDS FOR SUPERVISORY EMPLOYEES

1. Management of Assigned Programs/Functions:

Meets established goals and milestones within available resources. Exhibits the knowledge, skills, and abilities required to obtain desired results. Effectively and efficiently secures, allocates, and manages mission essential resources. Develops efficient procedures and systems. Sets program objectives and establishes priorities that reflect mission and organizational needs. Uses monitoring and evaluation techniques which ensure that services and/or work products are of good quality, timely, and responsive to customer and USNA needs. Keeps the Chain of Command informed of significant program initiatives, developments, and status. Implements a system of internal controls which insures program integrity and prevents fraud, waste, and abuse.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

2. Personnel Management

Establishes a customer-focused environment and strives to ensure customer satisfaction. Encourages and motivates employees. Communicates roles and responsibilities and delegates work fairly and efficiently. Maintains an enjoyable, positive, and challenging work environment. Communicates clear and consistent performance expectations. Develops employees through coaching, counseling, and proper training. Gives technical advice as required and reviews work promptly. Recognizes and rewards individual and team contributions in an equitable and timely manner. Documents performance problems and handles them with authority and tact.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

3. Safety:

Promotes a violence free, healthy, and respectful work environment. Ensures workplace is safe, clean, and free of hazards. Adheres to organizational safety program instructions and requirements.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable

4. EEO:

Takes a proactive approach in ensuring a work environment free of discrimination and sexual harassment. Stops discriminatory behavior and sexual harassment among employees. Cooperates in resolving discrimination complaints. Supports EEO program goals and objectives.

Comments (Optional but encouraged if "Acceptable" rating assigned; required if "Unacceptable" rating assigned):

Rating (X): Acceptable Unacceptable